Role Profile & Person Specification

Acle Academy

Job Title:	Data Manager
Responsible to:	Vice Principal
Terms and Conditions:	Term time + 2 weeks Scale F Point 12-17 Hours will be flexible and there potential for some work to be done from home

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:
- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

The Data Manager, under the line management of the Vice Principal, has a vital role to play in providing data-related services to directly support student teaching, learning and achievement. The Data Managers remit has developed from merely collecting and processing data to interpreting it – providing valuable information to various clients, both within school and externally, whilst adhering to the Data Protection and Freedom of Information Acts.

The Data Manager will provide comprehensive data-related services, including updating information management systems, creating student reports and undertaking detailed results analysis/management reporting. Excellent communication skills are required for this post as you will need to work well as a flexible, cooperative team member and provide coherent service to meet the needs of both the school and its external clients.

We are part of…

WENSUMTRUST

Role Profile & Person Specification

Key Areas of Responsibility

To assist the Vice Principal and Senior Leadership Team

- To establish, maintain and develop efficient and effective school data processes and systems
- With running each academic and pastoral reporting session – from setting up a mechanism for data collection, through to printing and distributing the reports to go home and associated analysis
- With the analysis of internal exams and assessment data
- With the analysis of student examination results (all qualifications)
- With the CPD and training of teaching and non-teaching staff, including training on SIMS, marksheets and reports
- To promote parental engagement through the use of online communication systems
- Promoting Data Protection and relevant legislation (GDPR)
- Familiarisation with third party software and analysis, i.e. ALPS, 4Matrix
- Running reports as required
- To undertake ad hoc analysis /reporting as required. This might involve consultation with interested parties and using analytical thinking to resolve problems.
- Support parents/guardians and deal with queries related to student data.

To undertake specific, advanced data analysis for various interested parties, to include;

- Vulnerable group progress tracking
- Faculty-focused progress tracking analysis
- Exams residual analysis

To assist with SIMS database tasks, to include;

- New student admissions
- New/amended student timetables
- Changing student records, e.g. parental contacts, addresses, medical info
- Uploading and downloading of Common Transfer Files (CTFs) to/from other educational establishments
- The completion, reconciliation and submission of the School Census (three per year)
- To deputise for the Examinations Officer in the event of unforeseen absence
- To carry out other similar duties as required and as are commensurate with the grade of the post

Safeguarding

- Undergoing regular refresher training to ensure your safeguarding knowledge is as up to date as possible and in line with new guidance.
- Ensuring effective use of reporting and recording systems.
- Communicating with families on the school's policies and procedures, as well as any concerns or referrals where appropriate.
- Uphold statutory and school safeguarding measures at all times.

- Maintain a professionally curious attitude of 'it could happen here' in every aspect of the role.
- To support the development and monitoring of student awareness of safeguarding.

Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety and Welfare.
- Assisting with or undertaking risk assessments relevant to the post.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	- Relational - Self-aware - Curious - Accepting - Empathetic - Reflective - Good Communication - Team spirit - Determination - Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	Attendance at events beyond school hours by agreement

	- Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances - Ability to work flexibly within a team and motivate students - Demonstrate a professional attitude - Ability to work with a wide range of people across the school and from outside - Attendance at directed times	
Qualifications	Minimum of 5 GCSEs (A*-C) or equivalent, including Mathematics and English	A level qualifications in a relevant subjects, e.g. Maths, Statistics, Computing
Experience	Previous experience working within data management or highly systemic administrative environment	- Experience of working within data management in a secondary school - Working with students of secondary age within other appropriate contexts - Experience of delivering training to staff
Skills/Knowledge	- Competent ICT skills – proficient in the use of MS Office (Excel, Word and Outlook – Excel to include lookup tables and conditional formatting). - The ability to communicate clearly - The ability to work quickly and accurately - The ability to work as part of a team - The ability to prioritise your workload, work under pressure and under tight deadlines - Personal commitment to supporting the aims of the school - a willingness to learn and contribute to the development of the service provided	- Knowledge of specialist education data management software - Experience of the School Information Management System (SIMS)
Other	The ability to converse at ease with students, staff and parents and provide advice and information in accurate spoken English is essential for the post.	